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Report of the Constitution, By-Laws and University Manual Committee for 2007-08: Policy #04-1.

University of Rhode Island Faculty Senate

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Faculty Senate

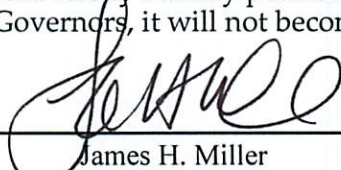
Serial Number #07-08--32

TO: President Robert L. Carothers

FROM: James H. Miller, Chairperson of the Faculty Senate

1. The attached BILL, titled Report of the Constitution, By-Laws and University Manual Committee for 2007-08: Policy #04-1, is forwarded for your consideration.
2. The original and two copies for your use are included.
3. This BILL was adopted by vote of the Faculty Senate on April 24, 2008
4. After considering this bill, will you please indicate your approval or disapproval. Return the original or forward it to the Board of Governors, completing the appropriate endorsement below.
5. In accordance with Section 10, paragraph 4 of the Senate's By-Laws, this bill will become effective May 15, 2008, three weeks after Senate approval, unless: (1) specific dates for implementation are written into the bill; (2) you return it disapproved; (3) you forward it to the Board of Governors for their approval; or (4) the University Faculty petitions for a referendum. If the bill is forwarded to the Board of Governors, it will not become effective until approved by the Board.

April 28, 2008
(date)


James H. Miller
Chairperson of the Faculty Senate

ENDORSEMENT

TO: Chairperson of the Faculty Senate

FROM: President of the University

Returned.

- a. Approved ☒.
- b. Approved subject to final approval by Board of Governors ____.
- c. Disapproved ____.

5/2/08
(date)


President

**UNIVERSITY OF RHODE ISLAND
FACULTY SENATE
CONSTITUTION, BY-LAWS AND UNIVERSITY MANUAL COMMITTEE
ANNUAL REPORT 2007-08**

**SECTION I
INFORMATIONAL ITEMS**

A. University Manual Paragraphs for the Center for Molecular Toxicology

On February 22, 2007 the Faculty Senate approved the URI Center for Molecular Toxicology. Based on the legislation establishing this center and in consultation with representatives of the center, the Faculty Senate CBUM Committee has formulated the following paragraphs for inclusion in the University Manual:

3.75.10 The Center for Molecular Toxicology, based in the College of Pharmacy, shall foster a state-wide research and training network in toxicology and related disciplines, support mentored research by faculty and students at URI and other institutions of higher education, and provide access to the RI-INBRE (Rhode Island IDeA Network of Biomedical Research Excellence) grant-funded biomedical equipment core facility.

3.75.11 The center shall be led by a director who shall report to the Dean of the College of Pharmacy. Programmatic oversight shall be provided by an External Advisory Committee, which shall include scientists and business consultants, including the Director of the Rhode Island Economic Development Corporation. The External Advisory Committee shall meet biannually and provide annual program updates in a meeting with URI administrators, including the President, the Vice President for Research and Economic Development, the Provost, and the Dean of the College of Pharmacy.

3.75.12 The Center shall submit, to NCRR-NIH (National Center for Research Resources, a component of the National Institutes of Health), an annual Progress Report concerning RI-INBRE grant-supported activities. These activities shall also be evaluated periodically by an external committee convened through an organization evaluating programs and providing advice on program enhancement, such as the Research Competitiveness Service of the American Association for the Advancement of Science.

B. University Manual Paragraphs for the Transportation Center

On May 10, 2007 the Faculty Senate approved the URI Transportation Center. Based on the legislation establishing this center and in consultation with representatives of the center, the Faculty Senate CBUM Committee has formulated the following paragraphs for inclusion in the University Manual:

3.72.10 The URI Transportation Center, an interdisciplinary unit, shall work to enhance the University's capacity to undertake transportation research, expand programs to help educate transportation professionals and the transportation workforce of tomorrow, and improve understanding of transportation through outreach and technology transfer programs.

3.72.11 Internal evaluations of the center shall be provided by the URI Transportation Center Executive Board. The Board shall include senior administrative officers of the University, two college deans, and representatives of major Rhode Island public and private sector organizations having an interest in transportation.

3.72.12 The center is an externally funded entity managed by an Executive Director. To accomplish its mission, the Center shall support cross-disciplinary research, seminars, and educational initiatives in the URI curriculum that focus on transportation and related fields.

C. The Charles T. Schmidt, Jr. Labor Research Center

In the 1980s, the Labor Research Center was established by the Faculty Senate. On November 16, 1998 the Center was named for its first director, Charles T. Schmidt, Jr. No mention of this center is made on the pages of the University Manual, however (the center was established before it became customary to include all descriptions of approved centers in the University Manual). To correct that omission, the CBUM Committee has, in consultation with representatives of the center, formulated the following passage for inclusion in the University Manual:

3.69.10 The Charles T. Schmidt, Jr. Labor Research Center offers graduate and undergraduate programs in labor relations, labor studies, and human resources. It also conducts research and outreach on the workplace and workforce. It is committed to a tri-partite philosophy, working on equal terms with employers, unions, and neutral parties.

SECTION II

MATTER REQUIRING FACULTY SENATE APPROVAL

In May of 2004, the Faculty Senate asked the CBUM Committee to consider a Computing and Network Use Policy that had been proposed by the Vice Provost for Information Services. The Committee reported back to the Faculty Senate,

"The CBUM Committee considered the proposed URI Policy on Computing and Network Use. The Committee concluded that, while the policy contains many excellent provisions, there are also some problem areas in need of attention. The committee suggests that, as soon as the Vice Provost for Information Services vacancy will have been attended to, the new incumbent be invited to a CBUM Committee meeting for a discussion of these problem areas, be asked to consider amending the policy, and resubmitting it to the Faculty Senate for discussion and eventual approval."

For a number of reasons, including a series of administrative changes, consideration of the policy was delayed for several years. Taking the Faculty Senate's and the Constitution, By-Laws and University Manual Committee's concerns under consideration, the policy has been revised significantly, and renamed, "Acceptable Use Policy—Computing and Information Technology Resources." It is now ready to be resubmitted to the Faculty Senate, and Vice Provost Garry Bozylinsky will present it as originator of the policy.

[Note: Since this policy was first proposed prior to the revision of the procedures for establishing administrative policies, the CBUM Committee felt that it was appropriate to continue advancing this policy under the old rules.]

Acceptable Use Policy – Computing and Information Technology Resources

Originator: Vice Provost, Information Technology Services

Date: April 2008

Policy #04-1 (Revised)

Background:

The University has a responsibility to protect the University of Rhode Island and its information technology (IT) resources from illegal or damaging actions, intentional or unintentional, on the part of individuals or computer systems. IT resources include data and equipment such as personal computers, graphics devices, printers, and multi-user processors. IT resources also include University connectivity to electronic information such as computer and telephone networks, dial-up lines, and wireless access. The University has an established culture of openness, trust and integrity that guides the restrictions contained in this policy.

Participation in a community of networked computers and users requires adherence to an ethical code of conduct not unlike society at large. The fact that an activity is technologically possible does not legitimize its use. The University provides IT resources for the shared and responsible use by members of its community who are, in turn, expected to use them in an efficient, ethical, professional, and legal manner consistent with the University's objectives. Inappropriate use exposes the University and community members to risk of data loss, unintended disclosure as well as other legal and liability issues.

Applicability:

This policy applies to all users of University IT resources including faculty, staff, students, and guests. It also applies to technology resources administered by individual departments as well as centrally, to personally owned computers and devices connected to the campus network by wire as well as through wireless, and to off-campus computers that connect remotely to the University as well as on-campus computers.

Purpose:

The purpose of this policy is to articulate the acceptable use procedures for users of information technology resources provided by the University of Rhode Island. Individual departments and units may have additional policies specific to their unique missions and operational considerations.

General Provisions:

Computer/Network Accounts and Use

No one shall use another individual's user ID or credentials to access University technology resources unless explicitly permitted to do so by the owner of the ID or credentials, or an appropriate University office. Such access should be granted only when necessitated by the efficient conduct of University business and when the person to whom access is granted has similar access to non-electronic information. Individuals who obtain access under these conditions may use it only for the intended purpose for which it

was granted and are responsible for policy violations. In any other case of persons sharing a user ID or access credentials, both the owner of the ID and the individual granted access can be held responsible for policy violations.

Resource Use

The University expects that users respect the finite capacity of IT resources and requires them to avoid excessive use of those resources. The University strives to share its IT resources in an equitable manner according to the needs and resources of the University community. The University, through Information Technology Services, may dynamically establish limits to IT resources if cost or demand for such resources exceed capacity or University priorities change.

Among other inappropriate activities, individuals shall not use University information technology resources to libel, slander, or harass others, violate others' privacy, use network scanning programs without permission, attempt entry to non-public hosts, tamper with security measures, with the ability of others to make use of those resources. The University may take immediate action to restore the proper functioning of University systems if it determines that such use is in progress.

Unauthorized Access

Users have a responsibility to maintain and protect the integrity of all shared University information technology resources. Unauthorized access is prohibited. Attempts to breach the security of systems and data will result in disciplinary actions and possible criminal prosecution. Users must request authorization to resources that may be accessible but are not clearly marked as authorized for access.

Copyrighted Materials Usage

US law protects copyrighted materials, which must be used lawfully. The University prohibits using, copying, or distributing copyrighted materials on University information technology resources unless such use is covered by federal fair use guidelines or permission has been granted by the copyright owner.

Personal Use

University Employees:

The University provides IT resources and services to employees of the University for business use. Employee personal use that is not part of legitimate University business is permitted when it is not excessive, does not interfere with normal business activities, and when it otherwise complies with this policy. Prohibited personal use for employees includes, but is not limited to, political campaigning, solicitation, unauthorized financial gain, or conducting business that has no official relationship with the University. Additional limits may be imposed by a supervisor, appropriate office, applicable University policies, or state laws.

University Students:

Student personal use must adhere to the provisions of this policy and to the University of Rhode Island Student Handbook.

Security and Privacy

The University employs various measures to protect the security of its information technology resources and of user data and accounts. Users have a reasonable expectation of unobstructed use of information technology resources, certain degrees of privacy, and protection from abuse and intrusion. Security precautions cannot always guarantee users' security or privacy, however. Users should exercise caution in using University resources to store or transmit confidential data.

Disclosure

In disciplinary proceedings, the University, at its discretion, may submit results of investigative actions to authorized University personnel or law enforcement agencies. Suspect communications created with University information technology resources may also be subject to Rhode Island's Public Records Statutes to the same extent as hardcopy communications. In addition, users may be subject to legally binding demands such as subpoenas and search warrants. Ultimately, it is the University that owns University IT resources, not employees who use them.

Inspection of Electronic Information

Information located on University IT resources is subject to examination, as deemed necessary, to maintain or improve functioning of technology resources, investigate alleged violations of University policies or federal and state laws, and to comply with or verify compliance with federal or state laws.

The University reserves the right for designated technology administrators to access users' stored information during normal system performance monitoring and maintenance, and when investigating cases of computing abuse. Such access shall be approved by the Vice Provost of Information Technology Services in consultation with the Provost and General Counsel when necessary.

Policy Enforcement

Disciplinary measures for violations are normally applied by the University office or department appropriate to the violation. Violators may be subject to additional penalties and disciplinary actions by the University and are also subject to international, federal, state and local laws governing interactions that occur on information technology systems and the Internet. The University may restrict or deny access to information technology resources temporarily or permanently, prior to the initiation or completion of disciplinary procedures when it appears necessary to protect the integrity, security, or functionality of the University's IT resources.

The University shall restore privileges as expeditiously as possible. Anyone who has personal data located on or equipment connected to a University information technology resource to which access has been blocked either temporarily or permanently can request from the office handling the case that the data be removed, transmitted, or copied in a timely manner.

Impact on Other Policies

None known to date.

Effective Date: *Interim or Permanent*
April 2008 [Permanent]

Review

This policy should be reviewed as new developments or provisions necessitate.

Policy Contact

ITS Security Architect

Authority

Vice Provost, Information Technology Services
Faculty Senate
University President